sion Date
9

Description:

This screen is used to record payments of money not yet associated with a filed case or monies that will be sent to another court. A case must not be selected to use this option.

Reference:

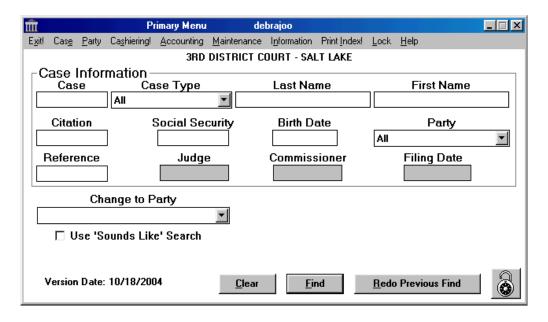
Accounting Manual

Overview:

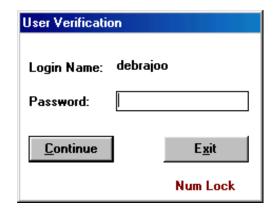
If the court receives money and there has not been a case filed with the court, payment should be set up under the option **Trust Without A Case**. This allows the money to be tracked even though a case has not been filed with the court or may belong to another court. Once a case is filed with the court, the money can be transferred to the case, or it may be sent to another court that has the case.

Procedure/Computer Entry

1. From the Primary menu screen select **Cashiering!**

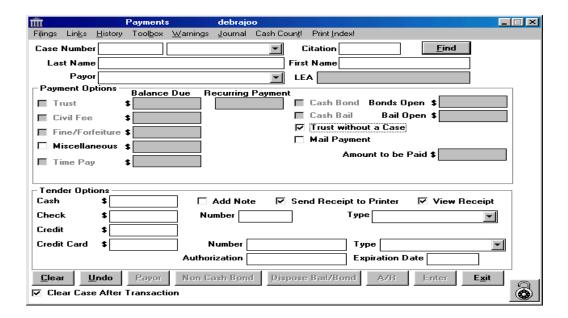


2. Enter password and select **Continue**.

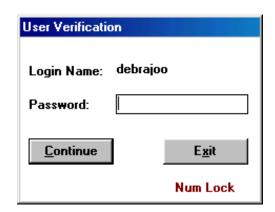


3. Select Trust without a case.

The cashiering screen must be cleared to select trust without a case.

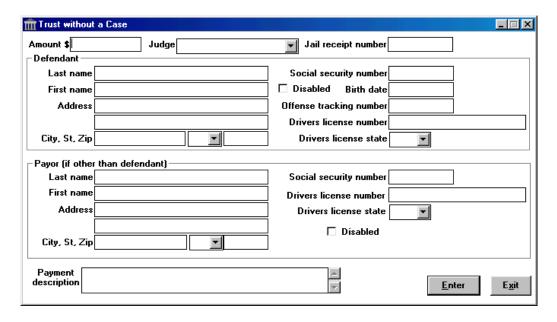


4. Enter password and select **Continue**.



5. Enter the **amount received**, the **defendant's name** and all other known

information that is available (address, social security number, DOB, OTN, drivers license.)



- 6. If the **payor/recipient** is different from the defendant, enter the **payor's/recipient's name** and **address**. If the money is to be sent to another court, enter the payor as the name of the other court and their address.
- 7. Enter the **Payment description**. Only the top line of this box will print on the check, so make the description concise. When using this field, enter the defendant's name, violation, court site, or any information that would be helpful to track this payment to a case or another court.
- 8. Select the **Enter** to record the payment in the cashier screen.